



## COSM 1020 Hair Care and Treatment COURSE SYLLABUS Fall 2015 Mini-Mester A

Semester: Fall 201612

Course Title: Hair Care and Treatment

Course Number: COSM 1020

Credit Hours/ Minutes: 3 / 3750

Class Location: Room # 312, Main Bldg.

Class Meets: M 11-11:45 am; Tue-Thu 12:30-2:45 pm

CRN: 20117

Instructor: Linda Hairr

Office Hours: Mon-Thu, 7:00am-8:00am and 3:00pm-5:00pm

Office Location: Room # 311, Main Bldg

Email Address: lhairr@southeasterntech.edu

Phone: 478-538-3202

Fax Number: 912-538-3156

**REQUIRED TEXTS:** 13<sup>th</sup> Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & MindTap; ISBN: 9781305784208

**REQUIRED MATERIALS/SUPPLIES:** 1st Semester Southeastern Tech Cosmetology kit, black uniform and black leather close-toed shoes. Other items may be necessary.

**COURSE DESCRIPTION:** Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, diseases and disorders and their treatments and the fundamental theory and skills required to shampoo, condition and recondition the hair and scalp.

**MAJOR COURSE COMPETENCIES:** Topics include diseases and disorders, safety precautions, hair and scalp analysis, basic hair and scalp treatments, shampoo chemistry and shampoo procedures.

**PREREQUISITES:** NONE

**COREQUISITES:** COSM 1000

### COURSE OUTLINE:

1. Diseases and Disorders
2. Safety Precautions
3. Hair and Scalp Analysis
4. Basic Hair and Scalp Treatments
5. Shampoo Chemistry
6. Shampoo Procedures

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. **A minimum grade of 70 is required for the written portion and a minimum grade of 70 is required for the performance portion of the course.** Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed toe shoes. **When a student fails to bring required materials to class,** 1<sup>st</sup> offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2<sup>nd</sup> offense: student will be assigned a zero for the activity. 3<sup>rd</sup> offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. **A student not wearing their student ID will be dismissed from class,** given a tardy or absence, until they return with the student ID.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

## **ADDITIONAL PROVISIONS**

### ***Health Science and Cosmetology Programs***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

**ATTENDANCE FOR COSMETOLOGY:** Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 4 days a week for 8 weeks, the maximum number of days a student may miss is 4 days during the semester.** All time missed must be made up beginning on the day after finals are given and will need to be completed within four (4) consecutive school days. Failure to do so may result in a grade of "F". **A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade. (excludes final exam)**

**SPECIAL NEEDS:** *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid. **Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc.):** When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Written make-up tests must be taken on the assigned day at the discretion of the instructor. No makeup tests are given for performance tests. An 11 point penalty will be assessed for all make-up tests. **Only one (1) make-up test will be given per student.** Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. **Any zeroes recorded will be included in the final score calculation.**

**UNPLANNED INSTRUCTOR ABSENCES:** Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

**CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: School Policy:** Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3<sup>rd</sup> offense the student will be dismissed from class and receive an absence for the day.**

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

##### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the my STC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**CAREER SERVICES:** The Career Services Office is here to assist you with Job Readiness skills. They provide resume assistance and job referrals. Be sure to place your resume on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contacting Lance Helms, [lhelms@southeasterntech.edu](mailto:lhelms@southeasterntech.edu).

**GRADING POLICY**

Assignments	10%
Tests	60%
Performance	<u>30%</u>
Course grade	100%

**GRADING SCALE**

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

**TCSG GUARANTEE/WARRANTY STATEMENT:** The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**COSM 1020  
FALL SEMESTER 2015 LESSON PLAN**

<b>Date</b> <b>Aug 17-Oct 1</b> <b>Mon-Thu</b>	<b>Chap/Less</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Comp Area</b>
Aug 17-20 Week 1	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	Read pgs. 223-232, Workbook, discuss hair structure & composition, Angel assign, Read pgs. 321-326, Workbook, discuss scalp care, treatments & massage	2,3,4 a,c
Aug 24-27 Week 2	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	Read pgs. 222-232 Workbook, discuss hair structure & composition, Angel assign, Read pgs. 327-355 discuss chemistry of shampoo, water, types of & importance of shampoos & conditioners,	2-6 a,c
Aug 31-Sept 3 Week 3	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	Read pgs. 232-249, Workbook, discuss hair growth, hair loss, disorders of the hair & scalp, scalp analysis, Angel assign Read pgs. 340-353, discuss & demo proper draping, shampooing & scalp treatments	1-6 a,c
Sept 7-10 Week 4	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	<b>Review Ch. 15 - Test Thu Sept 10</b> Hair & scalp analysis activities Draping, shampooing & conditioning procedures , graded	1-6 a,c
Sept 14-17 Week 5	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	<b>Review Ch. 11 – Test Thu Sept 17</b> , Hair & scalp analysis activities, draping, shampooing & conditioning procedures , graded	1-6 a,c
Sept 21-24 Week 6	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	Hair & scalp analysis activities Draping, shampooing & conditioning procedures , graded	1-6 a,c
Sep 28-Oct 1 Week 7	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	<b>Review Ch. 11 &amp; 15</b> <b>Final Exam</b>	1-6 a,c

**\*Instructor reserves the right to change the syllabus and/or lesson plans as necessary\***

**MAJOR COURSE COMPETENCIES**

1. Diseases and Disorders
2. Safety Precautions
3. Hair and Scalp Analysis
4. Basic Hair and Scalp Treatments
5. Shampoo Chemistry
6. Shampoo Procedures

**GENERAL EDUCATION CORE COMPETENCIES:**

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

## SHAMPOOING

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation	Removes client jewelry, hair ornaments, etc..., correct hair & scalp analysis, correct shampoo selection	11.11			
Proper drape	Turns client collar inside, correct towel placement	11.11			
Lowers client to bowl	Assists client carefully lowering to shampoo bowl, client comfort	11.11			
Adjusts water temp	Adjusts water temp as necessary for client comfort	11.11			
Shampoo application	Evenly distributes shampoo beginning at hairline, working back into lather completely covers scalp	11.11			
Manipulations	Uses cushions (pads) of fingers working toward back of head, Lifts head gently, reaching all of nape area	11.11			
Rinse and complete	Scalp rinsed thoroughly, from hairline to nape area, thoroughly rinses hair, thoroughly towel dries hair	11.11			
Sanitation	Shampoo bowl sanitized before and after service	11.11			
Safety	Client clothes protected, client face protected from water, shampoo and conditioner, checks floor for any water, dries it up as necessary	11.11			